



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

SUPERVISOR OF BUILDING TRADES

SALARY RANGE(S)	\$4392-\$5209 RANGE A (DDS Only Utilizes Range A)
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Plant Operations
FINAL FILING DATE	UNTIL FILLED

DESCRIPTION OF DUTIES: Responsible for the daily implementation of all State, Federal, Local and Fairview regulations, policies and guidelines which affect the Building Trades Section of Fairview. Responsible for the supervision and coordination of personnel associated with Plant Operations Carpenter Shop, Grounds Shop, Sheet Metal Shop, Paint Shop, Lock Shop, Glass Shop, Mason Shop, Hazardous Waste, and Asbestos Team. Responsible for assisting in the development of a budget and its implementation and management. Responsible for representing Plant Operations in external relationships, Fairview Developmental Center or departmental relationships on committee or groups and other assignments as assigned by the CPO III. Plans, assigns, and supervises the work of skilled/semiskilled workers engaged in the operation, maintenance and related work required in the incidental maintenance and repair of buildings. Evaluates staff performance and takes/or recommends appropriate action, prepare requisitions for equipment, and maintenance supplies. Also, is responsible for the clean orderly condition of all shops and related equipment rooms. Assume the duties of CPO I, when directed, in his absence. Possession of a valid California Driver's License and Defensive Driver's card is required to operate any State Vehicle.

WHO MAY APPLY: Candidates with list eligibility and transfer eligibility will be considered. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: ASSOCIATE CONSTRUCTION ANALYST

RELEASE DATE: 10/06/16